

Randolph County Job Vacancies
 ***** EOE/E-Verify *****

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

All applications and transcripts (if required) must be received in the Human Resources Office by 5:00pm on the date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Emergency Services	Deputy Fire Marshal	Performs difficult skilled technical and administrative work assisting in the supervision and scheduling of the fire code enforcement program, performing fire inspections and investigations, performing quality assurance, issuing fire prevention permits, performing comprehensive and technical plans review of new construction and building systems, preparing and maintaining records and reports, coordinating inspection and investigation training and other related work as apparent or assigned. Work is performed under the direction of the Fire Marshal.	Associates/Technical degree in fire service or related field and five or more years of related experience, or equivalent combination of education and experience.	Valid N.C. Driver's License without restriction, with the exception of corrective lenses. Must be a NC Certified Fire Investigator, and NC Certified Firefighter II. Must have North Carolina Code Officials Qualification Board Fire Inspector level 3 certification. North Carolina Office of Emergency Medical Services Emergency Medical Technician certification preferred. Applicants will have an oral interview along with a written fire code examination and a plan review examination. MUST PROVIDE RESUME AND COPIES OF ALL NCOSFM CERTIFICATIONS CURRENTLY HELD.	Based on experience	7-15-16 Thru 7-29-16 <i>(Extended till 8/12/16)</i>
Public Health	Social Worker II	To provide case management services to children ages birth to 5 who meet Care Coordination for Children (CC4C) guidelines. Collaborates with local pediatrician offices, WIC, CDSA, Randolph Hospital, etc. to increase community awareness of the CC4C and OBCM programs and to receive referrals for care management services. Provide case management services to Medicaid-eligible pregnant women who meet the Pregnancy Care Management guidelines. Performs related duties as required.	Bachelor's degree in social work from an accredited school of social work; Bachelor's degree in a human services field from an accredited college or university and one year directly related experience; Bachelor's degree from an accredited college or university and two years directly related experience. Must provide a copy of transcripts with application to be considered complete.	Requires valid N.C. driver's license.	Based on experience	7-29-16 Thru 8-5-16
Public Library	Library Assistant III – Asheboro (Part-Time)	Provides circulation assistance to patrons; checks out library materials, issues library cards, assesses fees and fines and resolves problems related to library records. Manages the service desk in the absence of a supervisor or senior staff. Checks in and distributes library materials for shelving or transfers; shelves library materials; straightens shelves to maintain order. Coordinates reservations for meeting rooms. Prepares and maintains various reports, records and files. Straightens magazine and newspaper area. Assists in maintaining order and daily upkeep of the library facility. Performs related duties as required.	High school diploma or GED and one to three years' experience working in a clerical support position, in a library or similar research facility, or equivalent combination of education and experience.	24 hrs./wk.; at least one night per week and one Saturday per month.	Based on experience	7-29-16 Thru 8-5-16

Human Resources	Administrative Assistant	Position will perform intermediate administrative support work involving a variety of office assistance tasks for Human Resources, providing program support, assisting staff with administrative projects and related work as apparent or assigned. Duties include; reception for administration, greeting visitors, answering phones and providing information, managing requests for Family Medical Leave (FMLA), assisting with recruitment, processing incoming and outgoing mail, ordering and maintaining supplies, and processing a variety of documents specific to HR operations and daily needs.	High school diploma or GED and one to three years' experience, or equivalent combination of education and experience.	Human Resources experience preferred.	Based on experience	7-29-16 Thru 8-5-16
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Applications are available in the County Human Resources Office or from the Randolph County website, www.co.randolph.nc.us. A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 in order to be considered. For specific inquiry or special assistance request, contact Ashley Skipper at (336)318-6600. **SELECTION PROCESS:** Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks.

7-29-16